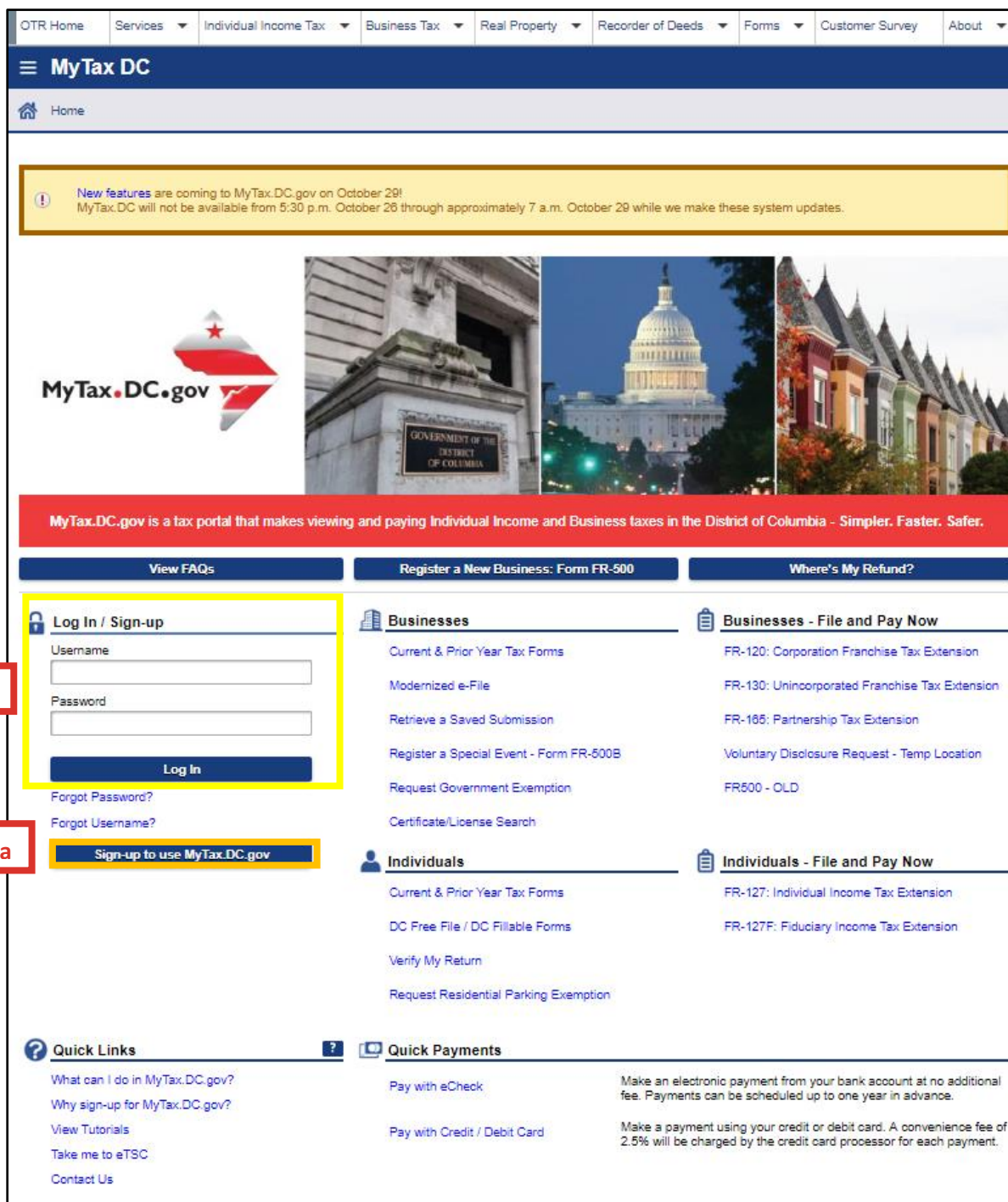


MyTax.DC.gov User Guide:

How to File an Alcoholic Beverage Tax Return (FR-425)

Licensed alcoholic beverage wholesalers in the District of Columbia can easily file the Alcoholic Beverage tax return electronically at MyTax.DC.gov by following this step-by-step guide.



The screenshot shows the MyTax.DC.gov homepage. A red box labeled '1' highlights the 'Log In / Sign-up' section, which includes fields for Username and Password, a 'Log In' button, and links for 'Forgot Password?' and 'Forgot Username?'. A red box labeled '1a' highlights the 'Sign-up to use MyTax.DC.gov' button located below the login section. The page also features a navigation bar at the top, a banner for system updates, and various service links for businesses and individuals.

1. From the MyTax.DC.gov homepage, log in using your **Username** and **Password**.
 - a. If you do not have a MyTax.DC.gov account, click **Sign-up to use MyTax.DC.gov** to register for an account (click [here](#) to access the “How to Sign up for MyTax.DC.gov” user guide).

MyTax DC Welcome, STJOHN GOLF SUPPLY [Settings](#) [Log Off](#)

[Home](#)

Ligon

STJOHN GOLF SUPPLY
username@dc.gov
+1 (202) 000-0000
Last logged on 31-Dec-2019
Balance: (\$9,000.00)

Alerts

✓ There are no alerts

I Want To [More...](#)

[View My Web Profile](#)

[Send OTR a message](#)

[View FAQ's](#)

[Manage payments and returns](#)



[Register a New Tax Account](#)

[Go Paperless](#)

2 [Accounts](#) [Submissions](#) [Correspondence](#) [Names and Addresses](#) [Exemptions](#) [Logons](#)

Accounts [View Accounts](#)

Filter

 Alcoholic Beverage	430-001301041	STJOHN GOLF SUPPLY	(\$10,000.00)
 Personal Property Tax	400-000211084	STJOHN GOLF SUPPLY	\$1,000.00

[Register a New Tax Account](#)

2. In the user profile, under the **Accounts** tab, click the **Alcoholic Beverage** hyperlink.

Alcoholic Beverage Welcome, Test4 [Settings](#) [Log Off](#)


[Home](#) > [Alcoholic Beverage](#)

Account

STJOHN GOLF SUPPLY
00026-00660

Alcoholic Beverage
430-001301041
Balance: (\$10,000.00)

Account Alerts

 File return for 31-Oct-2017

I Want To [More...](#)

[Generic Refund Request](#)

[Request to Close Account](#)


[Make a payment](#)

[Manage payments and returns](#)

[Request a Penalty Waiver](#)

3 [Periods](#) [Submissions](#) [Correspondence](#) [Names and Addresses](#) [Logons](#)

Periods [View Periods](#)

31-Oct-2017	(\$10,000.00)	 File Return
-----------------------------	----------------------	---

3. Under the **Periods** tab, select the period that you are filing a tax return.

31-Oct-2017 Welcome, Test4 Settings Log Off

Home > Alcoholic Beverage > 31-Oct-2017

Period
 STJOHN GOLF SUPPLY
 00026-00660
 Alcoholic Beverage
 430-001301041
 > 31-Oct-2017
 Balance: (\$10,000.00)

Period Alerts
 ⚠ File return for 31-Oct-2017

I Want To
 Make a payment
 File or amend a return

Summary

Credit	(\$10,000.00)	22-May-2018	Message	Payment request submitted
Balance	(\$10,000.00)	22-May-2018	Payment posted	Payment for \$10,000.00

Period Activity

4. Under **I Want To**, click the **File or amend a return** hyperlink to begin filing your tax return.

FR-425 Return Welcome, Test4 Settings Log Off

Home > Alcoholic Beverage > 31-Oct-2017 > FR-425 Return

1. Return Information

Return Information

★ ★ ★ 2017 **FR-425**
 Government of the District of Columbia **Monthly Alcoholic Beverage Tax Return**

STJOHN GOLF SUPPLY Due Date: 11/15/2017
 Account ID: 430-001301041 Tax Period Ending: 10/31/2017

Is this your final return?
 Is this return being filed by a paid tax preparer?
 Are you authorizing an individual to discuss this return with OTR?

Cancel

5a No Yes
 No Yes
 No Yes

5b Next >

5. The **FR-425 Monthly Alcoholic Beverage Tax Return** will appear.
 - a. Answer the **Return Information** questions on the right side of the screen.
 - b. Click **Next**.

FR-425 Return

Welcome, Test4

Settings

Log Off

Home

Alcoholic Beverage

31-Oct-2017

FR-425 Return

1. Return Information

2. Preliminary Column Selections

6

Preliminary Column Selections

★ ★ ★ 2017

Government of the District of Columbia

FR-425

Monthly Alcoholic Beverage Tax Return

STJOHN GOLF SUPPLY

Account ID: 430-001301041

Due Date: 11/15/2017

Tax Period Ending: 10/31/2017

Enter your License Number

Required

Required

Please select the columns that you will be completing on your Alcoholic Beverage tax return.

Column A: Beer and Malt Beverages

Column B: Still Wine Containing 14% or Less Alcohol by Volume

Column C: Still Wine Containing More Than 14% Alcohol by Volume

Column D: Champagne, Sparkling and Artificially Carbonated Wines

Column E: Alcohol and Spirits by Volume

Cancel



6a

Previous

Next

6. Answer the **Preliminary Column Questions** that you will complete on your tax return (highlighted in yellow). For this tutorial, we will select **Yes** to **Column B: Still Wine Containing 14% or Less Alcohol by Volume**.
 - a. Click **Next**.


4 | Page

FR-425 Return
Welcome, Test4  Settings  Log Off

Home > Alcoholic Beverage > 31-Oct-2017 > FR-425 Return

1. Return Information
2. Preliminary Column Selections
3. Column B

7



2017
Government of the
District of Columbia

FR-425
Monthly Alcoholic Beverage Tax Return





STJOHN GOLF SUPPLY
Account ID: 430-001301041

Due Date: 11/15/2017
Tax Period Ending: 10/31/2017

Still Wine Containing 14% or Less Alcohol by Volume (In gallons)

7a

Alcoholic Beverage Acquisitions and Inventories

1. Actual physical inventory (first of month)		0	
2. Additional physical inventory received during month (from Schedule A)		0	
3. Total of Line 1 and Line 2		0	
4. Actual physical inventory (end of month)		0	
5. Quantity sold or otherwise disposed of during month (Line 3 minus Line 4)		0	

Still Wine Containing 14% or Less Alcohol Sales and Tax Due

6. Shipments out of the District of Columbia (from Schedule B)		0	
7. Sales to the United States and District of Columbia Governments (from Schedule C)		0	
8. Other deductions, sales to retailers within the District of Columbia (from Schedule D)		0	
9. Total non-taxable sales (total of Lines 6,7,8)		0	
10. Taxable sales (Line 5 minus Line 9)		0	
11. Returns accepted from customers (from Schedule A-2)		0	
12. Total quantity of still wine containing 14% or less alcohol subject to tax (Line 10 minus Line 11)		0	
13. Tax rate		\$0.30	
14. Still Wine Containing 14% or Less Alcohol Tax (Line 12 multiplied by Line 13)		\$0.00	
Total Sales (in dollars)		\$0.00	
Total Alcoholic Beverage Tax (total of Line 14, in Columns A, B, C, D & E)		\$0.00	

Cancel

7b

< Previous

Next >

7. Your responses on the **Preliminary Columns Questions** [previous] page will determine which alcoholic beverage **Columns** you will fill out on your tax return.
- Enter value(s) in the editable spaces where applicable on the form. If there is a tax due, the system will automatically calculate the liability on the **Total Alcoholic Beverage Tax** line.
 - Click **Next**.

Note: To review the applicable schedules click the “View Instructions” link on the first page of the FR-425 tax return.

1. Return Information

2. Preliminary Column Selections

3. Column B

4. FR-425 Summary

8

FR-425 Summary



2017

Government of the
District of Columbia

FR-425

Monthly Alcoholic Beverage Tax Return

STJOHN GOLF SUPPLY

Due Date: 11/15/2017

Account ID: 430-001301041

Tax Period Ending: 10/31/2017

Alcoholic Beverage Acquisitions and Inventories

	Column A Beer and Malt Beverages (converted to barrels of 31 gallons)	Column B Still Wine Containing 14% or Less Alcohol by Volume (in gallons)	Column C Still Wine Containing More Than 14% Alcohol by Volume (in gallons)	Column D Champagne, Sparkling, and Artificially Carbonated Wines (in gallons)	Column E Alcohol and Spirits by Volume (in gallons)
1. Actual physical inventory (first of month)	<input type="text" value="0"/>	<input type="text" value="10,000"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
2. Additional physical inventory received during month (from Schedule A)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
3. Total of Line 1 and Line 2	<input type="text" value="0"/>	<input type="text" value="10,000"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
4. Actual physical inventory (end of month)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
5. Quantity sold or otherwise disposed of during month (Line 3 minus Line 4)	<input type="text" value="0"/>	<input type="text" value="10,000"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Alcoholic Beverage Dispositions and Tax Due

6. Shipments out of the District of Columbia (from Schedule B)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
7. Sales to the United States and District of Columbia Governments (from Schedule C)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
8. Other deductions, sales to retailers within the District of Columbia (from Schedule D)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
9. Total non-taxable sales (total of Lines 6,7,8)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
10. Taxable sales (Line 5 minus Line 9)	<input type="text" value="0"/>	<input type="text" value="10,000"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
11. Returns accepted from customers (from Schedule A-2)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
12. Total quantity of alcohol subject to tax (Line 10 minus Line 11)	<input type="text" value="0"/>	<input type="text" value="10,000"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
13. Tax rates	<input type="text" value="\$2.79"/>	<input type="text" value="\$0.30"/>	<input type="text" value="\$0.40"/>	<input type="text" value="\$0.45"/>	<input type="text" value="\$1.50"/>
14. Alcoholic Beverage Tax (Line 12 multiplied by Line 13)	<input type="text" value="\$0.00"/>	<input type="text" value="\$3,000.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>

Total Sales (in dollars)

Total tax due (total of Item 14, in Columns A, B, C, D & E)

Cancel

8a

< Previous

Next >

8. The **Summary** page will display a summary of your calculations including the **Total tax due**.
- a. Click **Next**.

Note: Column values cannot be edited on this page. To change your entries, click the **Previous** tab to access the previous pages.

FR-425 Return

Welcome, Test4 Settings Log Off

Home > Alcoholic Beverage > 31-Oct-2017 > FR-425 Return

1. Return Information
2. Preliminary Column Selections
3. Column B
4. FR-425 Summary
5. Payment Options

Payment Options

9

Payment Information

I would like to:

Required

Required

Cancel

9a

Previous

Submit

9. From the **Payment Options** page, select the appropriate **Payment Information** from the drop-down menu bar. **Note:** You may choose **No Payment is Needed** from the drop-down menu bar when you are filing a zero return. The option **Pay Later** allows you to schedule your payment up to one year in advance. For this example, we will choose to **Pay through eCheck**.
 - a. Click **Submit**.

FR-425 Return

Welcome, Test4 Settings Log Off

Home

Alcoholic Beverage

31-Oct-2017

FR-425 Return

1. Return Information

2. Preliminary Column Selections

3. Column B

4. FR-425 Summary

5. Payment Options

Payment Options

Payment Information

I would like to: Pay Through eCheck

Period

STJOHN GOLF SUPPLY

00026-00660

Alcoholic Beverage

430-001301041

31-Oct-2017

10

Payment Method

Type

Direct Debit - US Bank

Bank Account Type

Required

Routing Number

Required

Account Number

Required

Confirm Account Number

Required

10a

Save this payment method for future use

No

Yes

10b

Payment

Payment Date

26-Sep-2018

Amount

\$3,000.00

Confirm Amount

Required

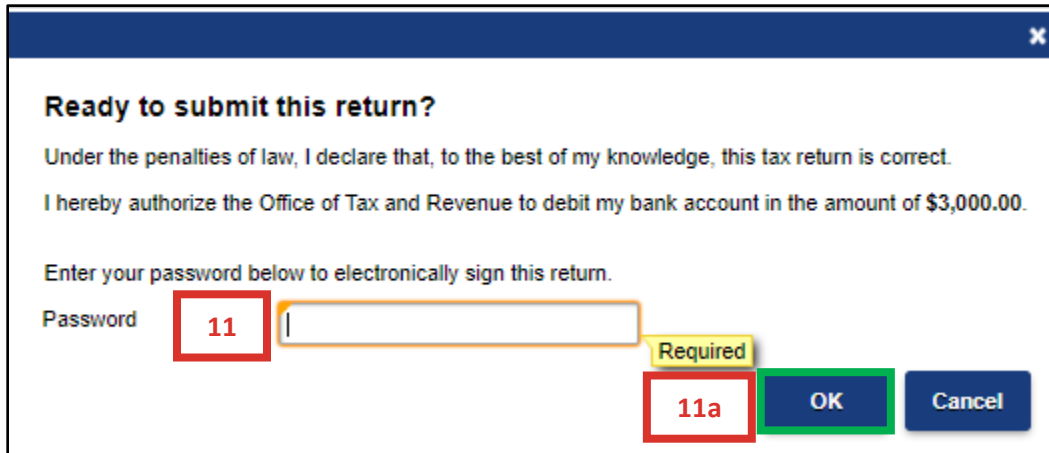
Cancel

10c

Previous

Submit

10. Enter your bank account information into the **Payment Method** section including **Bank Account Type**, **Routing Number**, and **Account Number**. **Confirm** your **Account Number**.
- If you would like [MyTax.DC.gov](https://mytax.dc.gov) to store your bank account information, click **Yes** beneath **Save this payment for future use**. For this example, we selected **No**.
 - In the **Payment** section, choose a **Payment Date**.
Note: When paying with an eCheck, you can choose a future payment date up to one year from the date you authorized your payment on our system. Enter the **Amount** of your payment and **Confirm** that amount.
 - Click **Submit**.



Ready to submit this return?

Under the penalties of law, I declare that, to the best of my knowledge, this tax return is correct.

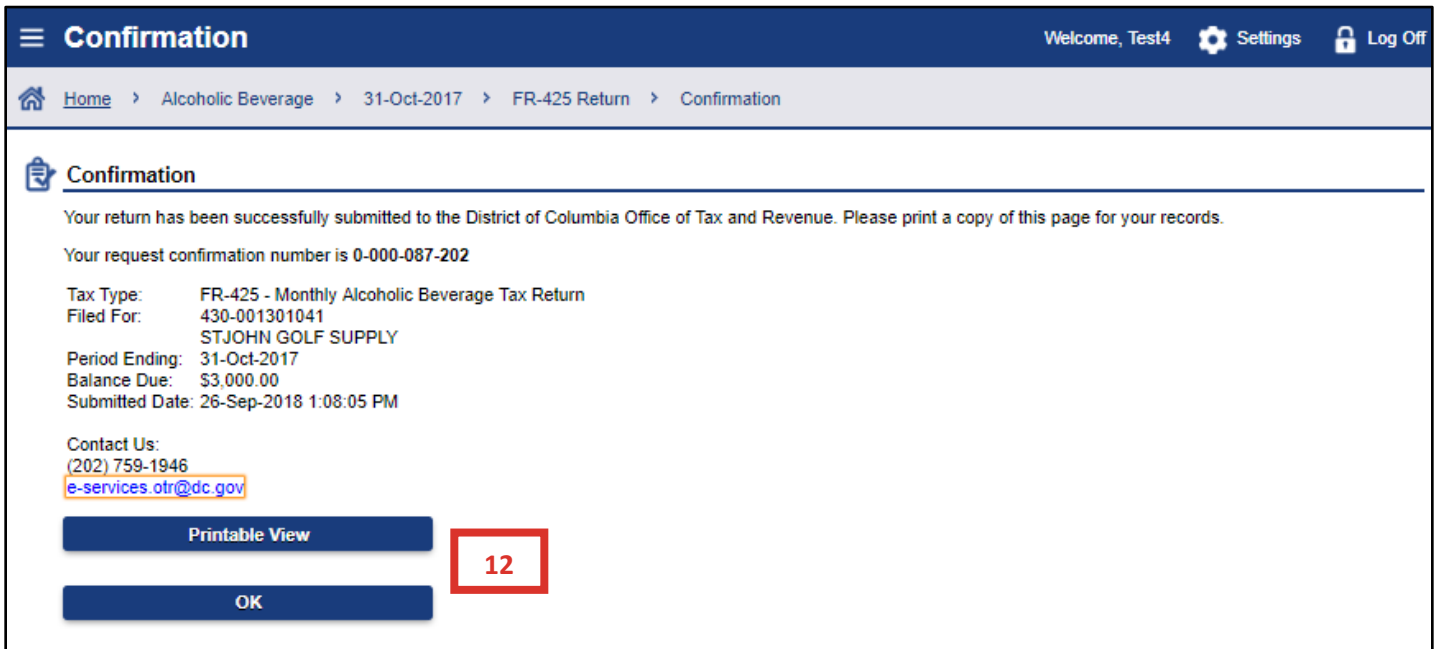
I hereby authorize the Office of Tax and Revenue to debit my bank account in the amount of \$3,000.00.

Enter your password below to electronically sign this return.

Password 11 Required

11a OK Cancel

11. In the **Ready to submit this return?** pop-up window, enter your [MyTax.DC.gov](https://mytax.dc.gov) Password, which will act as your electronic signature.
- a. Click Ok.



Confirmation Welcome, Test4 Settings Log Off

[Home](#) > [Alcoholic Beverage](#) > [31-Oct-2017](#) > [FR-425 Return](#) > [Confirmation](#)

Confirmation

Your return has been successfully submitted to the District of Columbia Office of Tax and Revenue. Please print a copy of this page for your records.

Your request confirmation number is 0-000-087-202

Tax Type: FR-425 - Monthly Alcoholic Beverage Tax Return
 Filed For: 430-001301041
 STJOHN GOLF SUPPLY
 Period Ending: 31-Oct-2017
 Balance Due: \$3,000.00
 Submitted Date: 26-Sep-2018 1:08:05 PM

Contact Us:
 (202) 759-1946
e-services.otr@dc.gov

Printable View 12

OK

12. A **Confirmation** page displays. To obtain a printed copy of this page, click **Printable View**. Otherwise, click **OK**.